



TOWN OF NORTHLAKE
SINGLE-FAMILY RENTAL REGISTRATION FORM

PERMIT NUMBER:
DATE RECEIVED:

Application must be filled out, signed, and submitted to Mrandolph@town.northlake.tx.us with all required documents attached.

Requirements Checklist:

- Certificate of Incorporation
Working Smoke Alarms
Working Carbon Monoxide Alarms
Floor Plan with Room Dimensions

1 Certificate of Incorporation - Required if ownership is a corporation, partnership, or other legal business entities.
2 Carbon monoxide alarm only required if rental unit is served by natural gas.

Registration Type/ Fee

- Initial Registration - \$60 for initial year
Renewal - \$30 per home annually

Property Information

Property Address:

Maximum Occupancy:

Property Management/ Landlord Information

Name:

Mailing Address:

Phone Number:

24-Hour Contact Number:

Email:

Property Ownership Information

Name:

Mailing Address:

Phone Number:

Email:

Driver's License Number:

I certify that I am the owner/ designated representative for the property referenced above and the rental unit(s) complies with, and will continue to comply with, any applicable ordinances, standards, and municipal code requirements. I further acknowledge receipt of the applicable ordinance (Article 4.07, Single-Family and Multi-Family Rental Housing) and certify that the property owner and/or designated representative agrees to abide by all applicable federal, state, and local regulations, including this ordinance, as a condition of receiving and retaining the permit.

Date of Application:

Signature: